Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0

~~SECRET~~

CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Services Division

Reproduction Section

The Reproduction Section performs all reproduction functions, including printing, still photography, duplicating, photostating, etc., both in the continental United States and overseas; trains new employees in reproduction techniques for duty overseas.

	Positions	Manyears	Amount
Personal Services	25X1A1a	[redacted]	

~~SECRET~~

Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0

Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0

Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0

CENTRAL INTELLIGENCE GROUP

REPRODUCTION SECTION

OFFICE OF THE CHIEF

Supervises the reproduction by mimeograph, photostat, multilith, or other process of classified and unclassified material; supervises procurement and/or reproduction of every type map; and directs the training of personnel in the reproduction of material in the field.

Printing

Performs all printing, duplicating, mimeographing, lithographing, offset printing, and composing operations, such as: folding, collating, stapling, stitching, perforating, punching, binding, etc.

Photographic

Reproduces by photostat, microfilm, or other photographic process required in the reproduction of files, reports, maps, charts, etc.; and trains personnel in photographic reproduction of documents.

Map

Coordinates the procurement, production and reproduction of all types of maps.

25X1A1a
Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0

Next 1 Page(s) In Document Exempt

Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0

Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0

SECRET

CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Services Division — Transport Section

The Transport Section arranges all details necessary for the transportation of civilian and military personnel of the Agency going overseas; secures passports and visas; obtains domestic travel reservations; arranges for all overseas shipment of supplies and materials; supervises and directs the activities of the civilian and military motor pools.

	Positions	Manyears	Amount
Personal Services	25X1A1a	[redacted]	

Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0

SECRET

Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0

Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0

SECRET

CENTRAL INTELLIGENCE GROUP

TRANSPORT SECTION

OFFICE OF THE CHIEF

Acts as the coordinating and liaison agency for procuring the domestic or foreign transportation necessary to move all CIG personnel and cargo.

Domestic

Makes hotel, air or train reservations for personnel who are required to travel within the continental limits of the U.S. in connection with their official duties, issues the necessary Travel Requests, and renders any other assistance required in connection with their travel.

Foreign

Arranges for all foreign transportation of civilian and military employees and maintains necessary liaison with respect thereto; obtains air priorities when required; secures all passports and visas.

Cargo

Arranges for all overseas shipment of supplies and equipment and operational supplies; prepares, issues, and distributes War Shipping Documents; maintains liaison with U.S. Dispatch Agents and Ports of Embarkation; supply weights and cubages to POE in order to reserve the amount of space necessary for shipments; and obtains priorities when required.

Motor Pool

Provides motor transportation for military and civilian personnel in and around Washington; provides for repair, storage, and assignment of all vehicles.

SECRET

25X1A1a
Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0

Next 1 Page(s) In Document Exempt

Approved For Release 2001/03/03 : CIA-RDP79-00261A000100030027-0